

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAVERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAVERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

DIRECTOR OF SOCIAL SERVICES

One (1) Full-time, Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ College transcripts
- ☐ Copy of valid, unrestricted Michigan driver's license
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: July 7, 2016

Closing Date: July 21, 2016 at 4:00 pm or Until Filled

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

Director of Social Services
Full-time, Exempt position

LOCATION:

Tribal Social Services
Baraga, MI 49908

SUPERVISORY CONTROL:

Chief Executive Officer

SALARY:

Grade 12 (minimum starting wage = \$22.00/hour)

QUALIFICATIONS:

- Bachelor's Degree in Social Work or related Human Services field (Criminal Justice, Psychology, Sociology, etc); Master of Social Work (MSW) preferred.
- Must have at least two (2) years of experience in child welfare.
- Ability to obtain social worker registration with the State of Michigan is preferred.
- Must have a valid, unrestricted Michigan Driver's License; reliable vehicle; current vehicle insurance; and be insurable to operate fleet vehicles.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and a pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

Provide overall administrative direction for the Tribal Social Services Department and provide leadership to ensure the delivery of high quality, accessible, confidential services to the community.

Provide daily, ongoing supervision of staff in all social service program including: Prevention, Protective Services, Juvenile Justice, Foster Care, and any/all other family support programs.

Monitor out-of-area ICWA cases.

Conduct supervision with each worker at least monthly to review progress on each case, including safety of children, appropriate living arrangements, and parent progress towards goals.

Ensure back up for programs/families when the primary worker is unavailable.

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May provide direct services to families, as needed.

Work with the Multi-Disciplinary Team to secure forensic interviewing of children and ensure child safety in criminal sexual conduct cases.

Ensure 24-hour coverage to the community for emergency protective service situations. Ensure 24-hour tribal social services consultation coverage for the Tribal Police and Michigan Department of Health and Human Services in case of social services emergency.

Provide or assign a worker to provide assessments, treatment planning and case management, as needed, for out of area court cases involving child custody proceedings, excluding disputes between parents, unless specifically requested to intervene. On behalf of the Tribe, respond to State Court notices and follow-up, investigate, and monitor cases for ICWA compliance.

Ensure the strictest confidentiality of families and children utilizing services.

Review all case files on a quarterly basis.

Review reports such as home studies, court recommendations, etc. to ensure compliance with federal and tribal guidelines, child placement agency requirements, and Tribal Social Services policies.

Complete monthly and annual reports to the Tribal Council and required funding agencies.

Perform administrative duties, including but not limited to: progress reports; statistical reports; program budgeting and financial management; performance evaluations; reporting requirements, writing, submitting and sustaining direct grant funding; BIA and other grant funding compliance.

Manage fiscal allocations for child placement programming to ensure compliance when authorizing payments.

Report to and maintain involvement with the Child Welfare Committee, as needed.

Advise the Child Welfare Committee and Tribal Court of all activities involved in active cases.

Create and update internal processes, including data management to better track referrals, case statuses, services provided, and compliance with case management standards, promptness, and funding requirements.

Develop continued strategic planning for the direction of the department.

Review, investigate, and respond to consumer complaints.

Represent KBIC Tribal Social Services in a professional, effective, and caring manner.

Serve as Coordinator for the Multidisciplinary Team and Child Protection Team, and maintain involvement with these teams.

Serve on various boards to ensure collaboration and networking of outside agencies.

Attend conferences and training, as needed and/or directed by supervisor.

Provide education to the community regarding issues relating to the Social Services Department such as child protection, mandatory reporting, foster parenting, etc.

Perform other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: July 7, 2016

Closing Date: July 21, 2016 at 4:00 pm or Until Filled

Qualification Sheet

NAME: _____

POSITION: Director of Social Services

Please list your specific experience and knowledge in regards to the following qualifications:

Bachelor's Degree in Social Work or related Human Services field (Criminal Justice, Psychology, Sociology, etc); Master of Social Work (MSW) preferred.

Must have at least two (2) years of experience in child welfare.

Ability to obtain social worker registration with the State of Michigan is preferred.

Must have a valid, unrestricted Michigan Driver's License; reliable vehicle; current vehicle insurance; and be insurable to operate fleet vehicles.
